



Job Posting

Position Title: Account Technician

Reports To: Drew Harpool, Director of Fiscal Strategy

Location:

Tennessee Department of Education
710 James Robertson Parkway
Nashville, TN 37243

Position Description:

The Achievement School District's account technician 2 will be performing accounts receivable, accounts payable, payroll, auditing, and/or other related activities of great volume, scope, and/or complexity for the Achievement School District. Work involves the preparation and maintenance of complex and difficult sub-professional accounting records and financial reports.

Specific Position Responsibilities:

- Processes accounting transactions in electronic database between two or more state agencies.
- Generates requisitions, purchase orders, receipts, and vouchers originating in assigned work unit as necessary.
- Researches outstanding checks, overpayments, and underpayments and performs cancel and/or re-issue as necessary.
- Researches checks stubs, email chains, letters, and other documentation related to refund/payment requests to determine refund/payment amounts and to whom refunds/payments should be sent.
- Analyzes exception reports to determine what course of action is necessary to resolve the issue.
- Makes decisions based on the analysis of information gathered from phone calls, emails, and written requests to resolve problems.
- Approves or denies travel requests, expenses, and vouchers.

Qualifications:

Education and Experience: Education equivalent to graduation from a standard high school and



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experience equivalent to four years of full-time increasingly responsible clerical accounting or auditing work including, at least, one year of experience similar in nature to that performed by an Accounting Technician 1 with the state of Tennessee.

Substitution of Experience for Education: Qualifying full-time clerical accounting or auditing experience may be substituted for the required education on a year-for-year basis.

Substitution of Education for Experience: Accounting course work from an accredited college or institute may substitute for the required experience under one of the following conditions, there being no substitution for the one year specialized experience: 4.5 quarter hours in accounting or bookkeeping is equivalent to a one-year substitution, 9 quarter hours in accounting or bookkeeping is equivalent to a two-year substitution, 12 quarter hours in accounting or bookkeeping is equivalent to a two-and-a-half year substitution; 15 quarter hours in accounting or bookkeeping is equivalent to a three-year substitution.

Successful candidate will exhibit the following:

- Excellence
- Optimism
- Sound Judgment
- Courage
- Teamwork

Salary and Benefits:

Salary is competitive and commensurate with qualifications. In addition, a [comprehensive benefits package](#) is included.

To Apply:

Please e-mail a cover letter, resume, and contact information for three professional references to drew.harpool@tn.gov.

Pursuant to the State of TN's policy of non-discrimination, the Department of Education does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, sexual orientation, age, disability, or military services in its policies, or in the admission of, access to, treatment, or employment in its programs, services, or activities.